

STANDARDS OF BEHAVIOR

The Arcadia Public Library welcomes everyone to use Library facilities and resources for learning, reading, studying, writing, and obtaining information.

The Library Board of Trustees has established *Standards of Behavior* so that library patrons and staff have a clean, pleasant and safe environment. We need your cooperation to reach this goal.

The following behaviors are prohibited in and on all Library property:

- Threatening or harassing other patrons, volunteers, or staff, either verbally or physically.
- Excessively loud conversations.
- Disruptive use of cell phones. Phones should be turned off or placed on vibrate/silent.
- Overcrowding in seating areas. No more than four people per table, one person per chair, and six people per study room.
- Destroying, defacing or illegally removing Library materials or property. (California Education Code Section 19910)
- Unauthorized photography, filming, selling, panhandling, or soliciting.
- Bringing pets, except service animals, into the Library or leaving them unattended on Library grounds.
- Eating or drinking at computer workstations and other areas posted as "No Food or Drink".
- Behaving in any manner prohibited by federal, state or local law.
- Misuse of library restrooms, including but not limited to, bathing and laundering.
- Running, using rollerblades, skates, scooters, or skateboards.
- Sitting on tables, counters, or putting feet on the furniture.
- Tampering with Library property.
- Walking while barefoot – shoes or sandals are required.
- Bicycles parked outside of designated bicycle rack areas.

Staff may ask any patron to stop any behavior which may damage library property, inside or out, or pose a threat to other patrons or employees.

PERSONAL POSSESSIONS

Be watchful of personal possessions. The Library is not responsible for lost, damaged or stolen personal property. Unattended belongings may be removed by Library staff.

UNATTENDED CHILDREN

Staff members are available to assist children with Library materials or services. However, the Library is a public building with staff trained to provide public library services. The Library is not equipped, and it is not the Library's role, to provide long- or short-term child care.

Parents and caregivers are responsible for monitoring and regulating the behavior of their children. Children under the age of 11 may not be left unattended in or on the grounds of the Library. For the safety and comfort of children, a responsible adult or caregiver over the age of 14 must remain with their child while they use the Library. Children seven and older may attend Library programs without a parent or caregiver; however, the parent or caregiver must remain inside the Library during the program. Unattended children will be asked to call their parents for pick-up. If staff is unable to reach the parents, the Arcadia Police Department will be contacted.

Adapted from the Seattle Public Library Unattended Children Policy
http://www.spl.org/default.asp?pageID=audience_children_parents_unattendedchildren and the Hailey Public Library Unattended Child Policy <http://www.haileypubliclibrary.org/node/72>
Adopted by the Arcadia Public Library Board of Trustees September 17, 2010.
Adopted as amended by the Arcadia Public Library Board of Trustees September 20, 2012
Adopted as amended by the Arcadia Public Library Board of Trustees October 17, 2013
Adopted as amended by the Arcadia Public Library Board of Trustees September 18, 2014

ENFORCEMENT

Enforcement options may include:

- Communication of standard to involved patron(s).
- Formal warning. Patron may correct or leave.
- Short-term suspension: 15 minutes to 24 hours.
- Long-term suspension.

The Arcadia Police Department will be contacted to handle aggravated incidents with non-compliant patrons or for illegal activity.

FOOD AND DRINK POLICY

The Arcadia Public Library is committed to providing a comfortable learning environment. This Food and Drink Policy provides guidelines for Library users to enjoy an occasional snack in designated areas, while protecting our shared resources and maintaining a clean and welcoming space for all Library users. We ask that you act responsibly when consuming food and drink in the Library, be considerate of others near you, and adhere to the following guidelines:

- Non-alcoholic beverages in covered containers are permitted.
- Chips, cookies, candy and other such non-messy, non-odorous foods are permitted. Odorous or messy items such as hamburgers, French fries, pizza, hot dogs, etc. are not permitted.
- All areas should be left as clean as they were before use. Trash, recyclables, and uneaten food should be placed in appropriate containers. All spills, crumbs, smears, etc. must be cleaned up by the consumer. Paper towels can be obtained at any public service desk. Please report accidental spills to the staff as soon as possible.
- **Food or beverages of any kind are not permitted under any conditions in the following areas: computer or media workstations; Bookstore; copy room; other areas posted as “NO FOOD OR DRINK.”**

The Library reserves the right to ask any user to remove his/her food and/or beverage from the library if in the judgment of the staff it constitutes a violation of this policy.

We ask that you act responsibly when consuming food and drink in the Library, be considerate of others near you, and dispose of your trash.